

October 2005

RE: SSCR for Windows, Release 3.0

Dear SSCR Users:

We are pleased to announce the availability of SSCR for Windows, Release 3.0. SSCR is a multi-year application designed to help you electronically certify borrowers' enrollment and update student information on the National Student Loan Data System (NSLDS).

NSLDS regularly sends you an Enrollment Roster, formerly called the SSCR (Student Status Confirmation Report) Roster, containing the students enrolled at your school for which NSLDS has loan records. SSCR Release 3.0 can be used to import, update, and export student records in the SSCR Roster to return to NSLDS.

The SSCR Roster can be sent to you by NSLDS as often as once a week or as seldom as twice a year. You can change your preferences on the U.S. Department of Education's NSLDS Web site, located at nslsdfap.ed.gov.

How to Get the Software and Documentation

You can download SSCR for Windows, Release 3.0 and related documentation from the FSAdownload Web site, located at fsadownload.ed.gov.

Instructions for downloading are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *Installation Guide for SSCR for Windows, Release 3.0*.

If you have trouble opening the FSAdownload Web site contact CPS/SAIG Technical Support at **800/330-5947 (TDD/TTY 800/511-5806)** or by e-mail at CPSSAIG@ed.gov.

Note: Some organizations block their staff from downloading programs from Internet sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install SSCR Release 3.0. If you are not an Administrator, you receive a warning when you try to install SSCR. After an Administrator has installed SSCR, you can run SSCR as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or "domain") as well as on your workstation. We have no workarounds for these Windows rights issues. Consult with your school's technical department if you receive a warning that an Administrator must install the SSCR software.

If You Have Questions

If you have technical questions regarding SSCR Release 3.0, such as installation issues, software problem resolution, software functionality, and other technical assistance, contact CPS/SAIG Technical Support.

- You can reach CPS/SAIG Technical Support from Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947 (TDD/TTY 800/511-5806)**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within 24 business hours.

If you have questions regarding SSCR record layouts or the data you receive from NSLDS, contact NSLDS Customer Service.

- You can reach NSLDS Customer Service at **800/999-8219**, or by e-mail at NSLDS@pearson.com.

You can also post questions regarding SSCR on FSATECH, an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Note: Make sure you include your telephone number in your message. We will research your question and post our response to the listserv so that everyone can benefit from the information.

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SSCR for Windows, Release 3.0

SSCR for Windows, Release 3.0, is available for download from the FSAdownload Web site, located at fsadownload.ed.gov. After you have completed any pending SSCR Roster updates in SSCR Release 2.0, you can uninstall Release 2.0 from your system and begin using Release 3.0 exclusively for your SSCR processing tasks.

You must select the **Full** installation option to install SSCR Release 3.0 on your standalone PC or your network server and workstations. The Release 3.0 installation will not overwrite your SSCR Release 2.0 database or software.

For more information on installing SSCR, see the *Installation Guide for SSCR for Windows, Release 3.0*, also available for download from fsadownload.ed.gov.

Product Enhancements

Section 508 Compliance

SSCR Release 3.0 contains updates to software grids, field labels, and help text to ensure compatibility with screen reader technology used by the visually impaired to comply with Section 508 of the Rehabilitation Act.

Screen reader software cannot interpret color shading in SSCR software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, Release 3.0 users will notice the following major changes:

- All software fields that are shaded yellow to indicate they are required will now also display a “-R” after the software label. The “-R” indicates the field is required.
- All software fields that are shaded blue after a previously saved value has been modified will now also display a “-C” after the software label. The “-C” text indicates the field has been changed. If the change is made to a field that is shaded yellow, the “-C” text will replace the “-R” text after the label.
- All software grids now display “floating” text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or one cell below, for cells in the first line of a grid) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.

Note: Users will always see the “-R” and “-C” labels added to software fields. Also, “floating” text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box. However, the floating text can be enabled or disabled on other grids for specific users by selecting or clearing the new Enable 508 Grid Functionality? checkbox on the Security Users dialog box.

Import

The following enhancement has been made to SSCR import functionality:

- **Logic Added to Automatically Rename Import Files.** SSCR automatically backs up your files rather than prompting you to back them up when 1000 files of the same message class already exist in the import or export directory. If SSCR determines that 1000 files of the same message class already exist, the software creates a backup subdirectory called “BACKUP” in your existing data directory (C:\NSLDS\FILES is the default data directory) and automatically moves the files into it. This prevents previously imported or exported files from being overwritten when you import or export new files.

Export

The following SSCR Release 2.0 export issue and enhancement are implemented in Release 3.0:

- **Export now Populates the Transmission Queue.** SSCR now fills the EDconnect transmission queue with SSCRXXIN or SSCMXXIN files you have exported if the “Export to EDconnect?” checkbox is selected for your user ID in Security Users setup.
- **“Automatically Transmit?” Feature Available.** SSCR will automatically begin transmitting exported files from the transmission queue if you have checked the “Automatically Transmit?” checkbox in setup (in addition to the “Export to EDconnect?” checkbox).

NSLDS Enrollment Reporting Guide

For record layouts and other additional information on the SSCR process, see the *NSLDS Enrollment Reporting Guide*, available for download from the Department’s Information for Financial Aid Professionals (IFAP) Web site (ifap.ed.gov). To find this document on the IFAP Web site, click the “NSLDS Reference Materials” link on the main page under “On-Line References,” then click “NSLDS User Documentation” on the following page.

SSCR Benchmarking

We performed benchmarking tests on the SSCR for Windows, Release 3.0 software to determine how it operates in certain operating environments. These tests were all completed on a Pentium 1000 MHz with 512 MB RAM.

Imports

The benchmarking results for SSCR import files are as follows:

- Records were imported into an empty database.
- The Benchmarking Volume is the type and number of records that were imported in the test.
- The Average Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins through the time the import statistics are displayed.

Imports

Import	Benchmarking Volume	Operating System	Average Time Elapsed
SSCR Roster	5,000	Windows 98	17 seconds
		Windows Me	16 seconds
		Windows 2000	14 seconds
		Windows XP	17 seconds
SSCR Roster	20,000	Windows 98	1 minute, 7 seconds
		Windows Me	1 minute, 6 seconds
		Windows 2000	1 minute, 1 second
		Windows XP	1 minute, 8 seconds

Reports

The benchmarking results for SSCR and List-SSCR reports are as follows:

- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.
- The Average Time Elapsed column indicates the length of time starting when the user clicks OK in the DL Tools Print dialog box through the time the operating system (Windows 98/Me/2000/XP) Print dialog box appears.

Reports

Report	Benchmarking Volume	Operating System	Average Time Elapsed
SSCR	5 records	Windows 98	1 second
		Windows Me	1 second
		Windows 2000	1 second
		Windows XP	1 second
List-SSCR	25 records	Windows 98	1 second
		Windows Me	1 second
		Windows 2000	1 second
		Windows XP	1 second

Reminders

Back Up Your Database

You should back up your SSCR database (sscr30.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, updating a large group of SSCR records) or after each SSCR Roster update. You should also back up your data before and after you run utilities as a precautionary measure.

SSCR does not include a backup utility. You must use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.

Delete Current Records Prior to Importing a New SSCR Roster

Your SSCR cycle is complete when you import an SSCR Error File and you have no more rejected records, or you have resolved all rejected records by using the NSLDS Web site at nslsfap.ed.gov.

When the SSCR cycle is complete, delete the current SSCR records from your database using the Delete function before importing the next SSCR Roster. Prior to performing this action, ensure you have a reliable back-up of your SSCR database (sscr30.mdb).

Run the delete function by clicking **File, Delete** from the main SSCR window. On the Delete dialog box, you can individually select records for deletion, or click the Select All button to mark all records for deletion.

Be careful not to delete any records that are part of a current SSCR Roster on which you are working. Deleting these records may result in batch integrity errors and prevent you from exporting the data.

Run the Compact and Repair Database utility after performing the Delete function to ensure records are removed from database tables, database integrity is restored, and unused space created after the records are deleted is reclaimed.

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of SSCR by removing empty space in your database (sscr30.mdb) and optimizing the database structure. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while SSCR is updating student records. SSCR may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), run the Compact and Repair Database utility.

Take note of the following warnings prior to running the Compact and Repair Database utility:

- Before using the Compact and Repair Database utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.
- If you run the SSCR software on a network, all other network copies of this software must be closed before you run the Compact and Repair utility.